



WASHOE COUNTY

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CM/ACM _____

Budget N/A

DA N/A

Comptroller. N/A

HR N/A

Other N/A

STAFF REPORT

BOARD MEETING DATE: February 9, 2016

DATE: January 27, 2016
TO: Board of County Commissioners
FROM: Al Rogers, Management Services Director
(775) 328-2017, arogers@washoecounty.us

THROUGH: John Slaughter, County Manager

SUBJECT: Acknowledge update and possible direction to staff on Constituent Services programs including Citizen Advisory Board (CAB) and District Forums for fiscal year 2016; and discussion and direction on possible Gerlach/Empire Citizen Advisory Board (All Commission Districts.)

SUMMARY

This item provides an update on Constituent Services programs including Citizen Advisory Board (CAB) and District Forums between June 2015 and January 2016. Staff is requesting direction on possible Gerlach/Empire Citizen Advisory Board and overall programs for remainder of fiscal year 2016.

Washoe County Strategic Objectives: Stewardship of our community;
Safe, secure and healthy communities; Regional and community leadership

PREVIOUS ACTION

October 27, 2015. Board took no action on this item

June 9, 2015. Board approved updated by-laws to reflect the approved CAB structure and purpose for FY 2015-2016.

May 12, 2015. Board approved CAB structure for FY 2015-2016, program changes and a community forum program.

April 14, 2015. Board direction to staff on the Citizen Advisory Board program structure.

December 17, 2014. Board approval to amend membership to the Warm Springs CAB.

October 14, 2014. Board approval to increase East Truckee Canyon membership to 5 members and 2 alternates.

July 9, 2013. Board approval of the second reading Washoe County Code Chapter 5.429 amendments.

June 25, 2013. First reading Washoe County Code Chapter 5.429 amendments changing the methods of recruitment and appointment of members, changing the method of filling vacancies, creating alternatives for the selection of officers, eliminating the office of secretary-treasurer, changing the terms of office of members

AGENDA ITEM # 8

June 11, 2013. Board initiated proceedings to amend Washoe County Code, Chapter 5.

May 23, 2013. Board action to create 9 Citizen Advisory Boards replacing the previous 15 (1 inactive) boards.

April 23, 2013. Continuation of April 9 discussion and direction to staff to bring back 9 Citizen Advisory Boards for consideration.

April 9, 2013. Continuation of March 26, 2013 County Commission discussion on Citizen Involvement Revitalization Project specific to proposed advisory board structure and general direction for creation of up to nine advisory boards.

March 26, 2013. Report of Citizen Involvement Revitalization Project results, options for improvement for citizen involvement and proposed advisory board structure.

January 8, 2013. Status report to the Washoe County Board of Commissioners.

December 11, 2012. Board action to continue the Citizen Involvement Revitalization Project through March 31, 2013.

June 26, 2012. Board action to hold community forums in Citizen Advisory Board (CAB) areas in order to gather feedback on improvements to citizen involvement.

June 12, 2012. Board action to implement the Citizen Involvement Revitalization Project.

June 22, 2010. Board action to separate West Truckee Meadows and Verdi CABs.

June 9, 2009. Board action to suspend the Central CAB and recommend merging Verdi and West Truckee Meadows CAB (Approved 6/23/2009).

May 23, 2008. Board action to decrease the number of CAB meetings from every month to every other month for a net decrease in costs of \$54,906.12.

July 8, 2008. Board action to merge Cold Springs and North Valleys CAB.

BACKGROUND

The Office of the County Manager and Constituent Services program provides the direct link between County Commissioners and the County Manager to citizens of Washoe County. The program endeavors to promote superior customer responsiveness and two-way communication about County issues and programs between County Commissioners, staff and citizens. Constituent Services programs include opportunities for neighborhood community level discussions including Citizen Advisory Boards (CABs) and District Community Meetings/Community Forums.

Changes to Constituent Services programs for fiscal year 2015 -2016 were approved on June 9, 2015 by Board of County Commissioners and incorporated into Citizen Advisory Board by-laws and resolutions. They were subsequently incorporated into training programs reflecting changes in program focus, meeting and administrative efficiencies and establish a new program, District Forums. Below are highlights of the first eight months of the 2015-2016 Constituent Services programs between June 2015 and January 2016. Staff anticipates bringing another update to the Board to review the program's effectiveness in early summer of 2016.

Imperative to success of Constituent Services community programs is providing consistency and clarity in services to establish a standard that community and local partners can expect and rely on and ensure effective community. To meet this expectation the Citizen Advisory Board and District Forum programs are completed in the same manner for all Districts. The common format supports successful program that is communicated to constituents and partners.

Citizen Advisory Boards

Citizen Advisory Board program for FY 2015-2016 includes 8 active and 1 inactive Citizen Advisory Boards scheduled to meet **43** times annually.

Citizen Advisory Board	District	Meeting Schedule Annually	Meetings held between June 2015 through January 2016
West Truckee Meadows	1	4	2
Incline Village Crystal Bay	1	4	3
South Truckee Meadows Washoe Valley	2	12	6
Sun Valley	3 and 5	4	1
East Truckee Canyon	4	4	2
Spanish Springs	4	6	4
North Valleys	5	6	3
Warm Springs Rural	5	3	2
<i>Verdi</i>	5	<i>Inactive</i>	
Total		43	23

Between June 2015 and January 2016, Washoe County Citizen Advisory Boards held **23** meetings (53% of scheduled meetings). Average public participation at the meetings is 17 individuals per meeting (total of 484 participants). Elected officials participated in half of the meetings. Meeting length average is 75 minutes.

The primary purpose of the Citizen Advisory Boards as approved by the Board of Commissioners is to review and collect feedback from neighborhoods on planning and related issues. Since June 2015, Citizen Advisory Boards have reviewed 43 applications an 81% increase in 8 months over the entire 2014 calendar year. Example topics include review of variances and permitting requests, master plan amendments, to scenic byway and parks master planning projects.

Gerlach CAB

Commissioner Herman and the citizens of the Gerlach/Empire area have expressed their desire to have a formal Citizen Advisory Board in their area. At the October 27, 2015 Board of County Commissioners meeting residents representing the Gerlach community requested a Gerlach/Empire Citizen Advisory Board.

The Gerlach/Empire CAB would expand total Citizen Advisory Board for Washoe County to 9 citizen advisory boards. Following the same protocol as established by the previous action by the Board of County Commissioners in regards to scope and purpose, the Gerlach/Empire CAB could meet 4 times a year, and may have one additional special CAB meeting if needed. The funding for this possible CAB could be provided by with

existing budget of the Constituent Services program for Fiscal Year 2016 given that establishment of CAB and one meeting could occur. Funding for FY17 and future years in an amount to be approximately \$5,000 annually would be requested as an increase to the Office of the County Manager budget or from Commission District 5 Special District Funds.

CAB Training

CAB Training is required for membership on a Washoe County CAB as per Citizen Advisory Board By-Laws (Article 1 Section 3c).

Two (2) Citizen Advisory Board trainings have been provided in the past year for members that included: a review of open meeting law, planning and permitting processes, and overview of Citizen Advisory Board. In addition, staff provided two CAB leadership meetings that incorporated training components

An additional training is planned for late February/March which will cover previous subjects and will also include meeting etiquette and effective meeting management. A training video is planned to allow more flexibility in completing the training requirement.

District Forums

Another avenue for residents to speak directly with their Commissioners is District Forums. Since approval in the spring of 2015, Washoe County Commissioners have hosted nine (9) of the planned twenty (20) District forums reaching more than 600 residents. Initial feedback from residents notes the opportunity to meeting informally with elected officials and staff. It provides residents with inside knowledge on the happenings of local government. An area of improvement during from the first eight months is to continue to educate the public about this opportunity measured by an increase in participation and ensure a strong connection between Citizen Advisory Boards and District Forums.

District	Number of District Forums	Number of participants
District 1	2	185
District 2	5	405
District 3	1*	25
District 4	0	0
District 5	1	23
Total	9	638

**Combined forum between District 3 and District 5 in Sun Valley*

In addition to Citizen Advisory Boards and District Forums, Constituent Services has been supporting the development of neighborhood meetings to discuss the potential move of a medical marijuana facility.

This report highlights the first eight months of the new Constituent Services programming. Washoe County Manager’s Office staff anticipants continuing to provide the Board of County Commissioners with a quarterly updates on Constituent Services programming for consideration of the County Commissioners.

FISCAL IMPACT

No fiscal impact

RECOMMENDATION

Acknowledge update and possible direction to staff on Constituent Services programs including Citizen Advisory Board (CAB) and District Forums for fiscal year 2016; and discussion and direction on possible Gerlach/Empire Citizen Advisory Board.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be "move to acknowledge update and possible direction to staff on Constituent Services programs including Citizen Advisory Board (CAB) and District Forums for fiscal year 2016; and discussion and direction on possible Gerlach/Empire Citizen Advisory Board"